



# HARFORD

## COUNTY

COMMUNITY & ECONOMIC DEVELOPMENT

## WORKFORCE TECHNICAL TRAINING GRANT

*Accelerating the delivery of technological training to the Harford County Workforce*



## 2018 - 2019

BARRY GLASSMAN  
County Executive

LEN PARRISH  
Director, Community & Economic Development

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[www.harfordcountymd.gov/OED](http://www.harfordcountymd.gov/OED)



### **What is the WFTTG?**

The Workforce Technical Training Grant (WFTTG) program is a competitive investment grant program to assist Harford County employers to become more productive and competitive.

### **Permitted Uses**

Intermediate or advanced technical training that results in an industry wide recognized credential or certification and is transferable.

### **Types of Assistance**

#### **External Training**

Basic cost of the class only plus cost of the employee's wages (if paid by the employer for the training taken during the regular work week)

No transportation, food or lodging may be included in estimated cost or actual request for reimbursement

Divide total by one-half since the company must provide a match

#### **Internal Training**

Cost of the employee's wages (for only those receiving on-the-job training; not the trainer, who is then doing his/her job)

Cost of any books required

Cost for any software package used only for self-training or group training. This does not include the actual software being used by the company when a new program is to be installed

### **Prohibited Uses**

Introductory classes, remedial education, safety, first aid, CPR, TQM or CQI, or other soft-skills training not directly resulting in the development of technical skills

Routine or basic entry level training or on-boarding training

Travel expenditures

Employees not paid directly by applicant company

Tuition reimbursement for primary, higher or continuing education

### **Review Committee**

The Review Committee consists of Economic Development Advisory Board (EDAB) members, at-large representatives of County's Corporate Community and representatives from Harford County Government. The Review Committee shall meet twice a year to review applications.

### **Terms of Grant**

Pursuant to the passage of the OCED Fiscal Budget  
Subject to availability of funds.

Max \$5,000 per business per program time-frame, not exceeding \$1,000 per person per program time-frame.

Training can begin on or after July 1, 2018 and must be completed by May 17, 2019.

No one company can exceed a total grant award of \$5,000

The Workforce Technical Training Grant Program will have (2) rounds of competitive grant funding.

There will be two (2) deadlines of submittal. The deadline for each round is 5:00 p.m. on the following dates:

**October 19, 2018 (No extensions will be granted)**

**May 19, 2019 (No extensions will be granted)**

MD Department of Commerce Allocation Exception: When local funds are used to match state incentives, we reserve the right to provide up to, but not exceed \$20,000\* per business per program year.

*\*is limited to MD Department of Commerce MEDAF funding match requirements and is not subject to Committee approval.*

### **Conditions of Approval and Applicant's Role**

- No outstanding business indebtedness to Harford County Government
- Businesses must have a physical location in Harford County
- Employee must work in Harford County and be paid directly by Harford County Business, but does not have to reside in Harford County
- Completed Workforce Technical Training Grant Application-Company Information Form (use form provided)
- Employee spread sheet to be completed in its entirety (use form provided)
- Job classification
- Level of training
- Direct economic impact (value added to company)
- Indirect economic impact (job retention/job creation)
- Evidence of direct cost of training or wage reimbursement
- Proof of successful completion of approved training
- Proof of payment of approved training
- Provide supporting documentation as requested
- Training and back-up documentation must be complete at time of submittal.
- Final approval subject to endorsement of EDAB Workforce Committee and availability of funds.

For More Information:

Bonnie Barresi

Harford County Office of Community & Economic Development  
410.638.3059 [bebarresi@harfordcountymd.gov](mailto:bebarresi@harfordcountymd.gov).

Application is available online at:

[www.harfordbusiness.org/download/WorkForceTechnicalTrainingGrant.pdf](http://www.harfordbusiness.org/download/WorkForceTechnicalTrainingGrant.pdf)

# Workforce Technical Training Grant Application-Company Information

☐ **Applying for Round #1. Training must occur between 7/1/18 - 10/19/18.**

☐ **Applying for Round #2. Training must occur between 10/20/18 - 5/17/19.**

Grant Funds Requested

(1/2 Company Cost)

\_\_\_\_\_

Submittal Date

\_\_\_\_\_

Annual Training Budget

\_\_\_\_\_

Total Number of Employees

receiving training under this grant

\_\_\_\_\_

## Business Profile

Company Name

\_\_\_\_\_

Tax ID #

\_\_\_\_\_

Company Contact

\_\_\_\_\_

Contact Title

\_\_\_\_\_

Address

\_\_\_\_\_

Number of Full-Time

Employees at Harford County Facility

\_\_\_\_\_

Number of Part-Time

Employees at Harford County Facility

\_\_\_\_\_

Phone

\_\_\_\_\_

Fax

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

\_\_\_\_\_

E-Mail Address

\_\_\_\_\_

Website

\_\_\_\_\_

Yr. Company Est. in Harford County

\_\_\_\_\_

Nature of Business

\_\_\_\_\_

Corporate HQ in Harford

\_\_\_\_\_

Municipality (if applicable)

\_\_\_\_\_

Business Park (if applicable)

\_\_\_\_\_

Service Type/  
Industry

\_\_\_\_\_

Socio Economic Status (if applicable)

Minority Owned

\_\_\_\_\_

Veteran Owned

\_\_\_\_\_

Non-Profit

\_\_\_\_\_

Woman Owned

\_\_\_\_\_

## Company Information

Product or Service

\_\_\_\_\_

Own or Lease Facility

\_\_\_\_\_

Export ☐ Yes or ☐ No

Square Footage

\_\_\_\_\_

Annual Revenue

\_\_\_\_\_

Economic Growth (MUST Complete)  
What, if any, economic benefits will your company receive from this training?

I hereby attest that all information given to the Harford County Office of Community & Economic Development in pursuit of the Workforce Technical Training Grant (WFTTG) by \_\_\_\_\_ is accurate and truthful to the best of my knowledge.  
Company Name

Authorized signer for Company

Individual	Date	Name of Corporation, Partnership, etc.
Individual	Date	By
Title	Date	

*All wage reimbursement requests subject to audit of documentation of said wage earnings.*

*Please Initial* \_\_\_\_\_

## WFTTG Application Spread Sheet

☐ Applying for Round #1. Training must occur between 7/1/18 – 10/19/18.

☐ Applying for Round #2. Training must occur between 10/20/18 – 5/17/19

[illegible]